

CALIFORNIA ARCHITECTS BOARD
Public Protection Through Examination, Licensure and Regulation



A GUIDE TO
ARCHITECTURAL
LICENSING IN
CALIFORNIA

candidate's
HANDBOOK

important updates

- New structured internship requirement beginning January 1, 2005, pending Board and regulatory approval – Page 11
- Changes to Architect Registration Examination (ARE) divisions, including reduced testing times for most divisions and fewer vignettes for some graphic divisions – Pages 14-15
- New \$35 rescheduling fee for divisions of the ARE – Page 17
- Minor reorganization of California Supplemental Examination test plan – Page 21

table of CONTENTS

CALIFORNIA ARCHITECTS BOARD	1
EDUCATION, EXPERIENCE, EXAMINATION	3
EDUCATION	4
Accredited and Nonaccredited Degree Programs	4
Community Colleges and Technical Schools.....	6
Foreign Education	6
Transcripts	7
EXPERIENCE	8
Work Experience Credit	8
Employment Verification Forms	10
Intern Development Program	11
Projections	12
EXAMINATIONS	13
ARCHITECT REGISTRATION EXAMINATION.....	13
Eligibility Procedures.....	16
Scheduling Procedures	17
Scoring.....	18
Results	18
Computer Information.....	18
References and Study Materials.....	19
Reasonable Accommodations	19
Retention of Application Files	20
CALIFORNIA SUPPLEMENTAL EXAMINATION	21
References and Study Materials.....	22
MISCELLANEOUS	23
National Council of Architectural Registration Boards.....	23
Licensure in Another State.....	24
Student Loan Deferments	24
Name and Address Changes	25
Publications	25
APPENDIX A - DEGREE PROGRAMS	26
APPENDIX B - ARCHITECTURE-RELATED AGENCIES	28



the path *an individual follows from student to architect can be a long one. The California Architects Board has prepared this handbook to explain the requirements for admittance into the licensing examinations and for eventual state licensure.*

The California Architects Board (CAB) was created in 1901 to protect the health, safety, and welfare of the public by regulating the practice of architecture in California. It is one of numerous boards, bureaus, commissions, and committees within the Department of Consumer Affairs responsible for consumer protection and regulation of licensed professions.

CAB is composed of 10 members who each serve four-year terms. By law, five members are architects and five are public members. The governor appoints the five architect members and three of the public members. The Speaker of the Assembly and the Senate Rules Committee each appoint a public member to the Board.

CAB has been requiring a licensing examination since 1936 and currently administers the nine-division national written examination, the Architect Registration Examination (ARE), and the California Supplemental Examination which is administered in an oral format.

CAB establishes regulations for examination and licensing of the profession of architecture in California, which today numbers over 21,000 active licensed architects and over 6,500 candidates who are in the process of meeting examination and licensure requirements.

CAB expects its licensees to be familiar with and understand the provisions of the California *Architects Practice Act*, with special attention directed to its Rules of Professional Conduct. CAB distributes copies of the *Architects Practice Act* to each candidate and licensee and provides an online version.

Candidates and other unlicensed individuals should be aware that in California it is a misdemeanor punishable by fine and/or imprisonment to practice architecture, to offer architectural services, to represent oneself as an architect, or to use any term confusingly similar to the word architect unless one holds a current and valid license to practice architecture issued by CAB.

CAB's automated telephone system, (916) 445-3393, operates on a 24-hour basis so that the public can access recorded information about Board functions or request application materials anytime. Normal working hours are 8 a.m. to 5 p.m., Monday through Friday.

You can also access information, download forms, and request documents on CAB's Web site at www.cab.ca.gov, or reach us by email at cab@dca.ca.gov or by telephone at (916) 445-3394.

To assess a candidate's knowledge, skills, and ability to perform the services required of a competent architect in California, CAB looks to three separate aspects of an individual's architectural development - education, experience, and examination. No single aspect can accurately determine whether an individual is qualified to be licensed to practice architecture in this state.

Candidates for examination and licensure must provide verification of at least the following amounts of education and/or work experience:

Written Examination

Five years of post-secondary education and/or work experience under the direct supervision of a licensed architect as evaluated by CAB.

California Supplemental Examination

Seven years and six months* of post-secondary education and/or work experience as evaluated by CAB, including at least one year of work experience under the direct supervision of an architect licensed in a U.S. jurisdiction and successful completion of all written examination divisions.

** In conjunction with the January 1, 2005 implementation of the new structured internship requirement in California (see page 11 under Intern Development Program), this requirement will be revised to eight years of credit for California Supplemental Examinations administered after January 1, 2005 (pending Board and regulatory approval).*

Licensure

Eight years of post-secondary education and/or work experience as evaluated by CAB, including at least one year of work experience under the direct supervision of an architect licensed in a U.S. jurisdiction and successful completion of both the written and supplemental examinations.

education

CAB grants credit for degrees and units earned toward degrees in architecture and, to a limited extent, in other fields of study. Credit is granted for education pursuant to the Table of Equivalents. The Table is contained in CAB's regulations, and its requirements cannot be waived.

California does not require an accredited degree in architecture for licensure. California candidates may be granted credit for qualifying work experience to fulfill the education portion of the examination and licensure eligibility requirements. However, many other states and the National Council of Architectural Registration Boards (NCARB) require an accredited degree to become licensed in those states and/or certified by NCARB. (See page 23 for general information on NCARB.)

Accredited and Nonaccredited Degree Programs

The National Architectural Accrediting Board (NAAB) is the only accrediting body for professional architectural degree programs in the U.S. NAAB accredits the professional degree programs within the schools, not the schools themselves. The NAAB accreditation process requires:

- the school to submit an Architecture Program Report that defines the architecture program and its various contexts,
- an on-site visit by a team appointed by NAAB,
- a Visiting Team Report to NAAB and the school, and
- action by NAAB's board of directors to determine the term of accreditation, if applicable.

Educational credit toward eligibility for examination and licensure is granted as follows:

- Five years for an NAAB-accredited professional degree in architecture
- A maximum of four years for a nonaccredited professional degree in architecture
- Various amounts for other degrees and for units earned toward degrees pursuant to the Table of Equivalents

Many architectural schools offer both NAAB-accredited and nonaccredited degree programs. The advantage of having a degree from an NAAB-accredited program is immediate eligibility for the written examination, in addition to facilitating future reciprocal licensure with another state and/or NCARB certification, if desired (see pages 23 and 24).

Architectural degrees from programs accredited by the Committee of Canadian Architectural Councils (CCAC) are considered equivalent to NAAB-accredited degrees and granted five years of credit.

When a candidate is working toward a degree in architecture or in a field related to architecture, the maximum credit CAB grants for the units earned toward that degree is six months less than the maximum credit that would be granted if the degree had been obtained. CAB conducts a unit evaluation to grant credit in this instance. For the unit evaluation, 30 semester or 45 quarter units are considered one academic year. Therefore, CAB grants 4 years of educational credit to a candidate who has earned 120 semester units of the required

units for a NAAB-accredited degree. Fractions greater than one-half of an academic year are counted as one-half of a year, and smaller fractions are not counted. Once the candidate obtains the degree and CAB receives an updated transcript from the school, CAB adjusts the evaluation to reflect the higher amount of educational credit.

Generally, candidates may not receive credit for more than one degree. However, a candidate who possesses a professional degree in architecture and a post-professional degree (i.e., Master of Science, Ph.D.) in architecture or with an emphasis on architecture may receive one additional year of credit for the post-professional degree.

Community Colleges and Technical Schools

A candidate who has degrees from both a community college and a university is only granted credit for the degree that gives the most credit, thus taking priority over the other degree. In most cases, CAB grants credit for a community college education only if a degree is obtained. Credit is granted for units earned at a community college without a degree only if those units are transferred to and accepted by a higher institution. CAB may allow credit for technical school degrees if they are in a field related to architecture. Credit is only granted for a technical school education if a certificate of completion is obtained.

Foreign Education

Candidates may receive credit for education at foreign colleges and universities. All transcripts and diplomas from foreign schools must be certified originals. An educational evaluation service approved by the National Association of Credential Evaluation Services, Inc. must evaluate these documents and equate the degree toward a comparable U.S. degree. The

service must submit the original recommendation along with transcripts directly to CAB. The candidate is responsible for any cost of evaluation. Candidates who have received a CCAC-accredited degree from a Canadian school are not required to submit an evaluation. (See page 5 regarding accredited Canadian degrees.)

Transcripts

To receive credit for post-secondary education, an original transcript must be submitted to CAB directly from the school. Transcripts submitted by candidates or marked “Issued to Student” are not accepted. CAB grants credit only for degrees posted on the transcript at the time of evaluation and cannot grant credit based on an anticipated date of graduation. Work experience obtained as a required part of a degree program where educational credit is earned is not granted separate work experience credit.

experience

CAB grants credit for work experience under the direct supervision of a licensed architect and, to a limited extent, work experience as or under the direct supervision of a U.S. registered civil or structural engineer, U.S. licensed landscape architect, California licensed general building contractor, and California certified building official.

Credit is granted for work experience pursuant to the Table of Equivalents. The Table is contained in CAB's regulations, and its requirements cannot be waived.

Work Experience Credit

CAB evaluates work experience based on a calendar month of 40-hour work weeks. CAB grants credit for both part-time and full-time work experience. To receive credit for work experience, the licensed professional who supervised the candidate's work must complete and sign an Employment Verification Form.

Work experience credit is granted toward eligibility for examination and licensure as follows:

- 100% credit for work experience under the direct supervision of U.S. licensed architects up to a maximum of eight years of credit
- 50% credit for work experience under the direct supervision of architects licensed in qualifying foreign countries up to a maximum of seven years of credit
- 50% credit for work experience under the direct supervision of U.S. registered civil or structural engineers and/or U.S. licensed landscape architects up to a maximum of two years of credit

- 50% credit for work experience under the direct supervision of California licensed general building contractors or California certified building officials up to a maximum of one year of credit

Credit for work experience under the direct supervision of a U.S. registered civil or structural engineer, U.S. licensed landscape architect, California licensed general building contractor, and/or California certified building official is not granted until after the candidate has documented at least five years of verified education and/or work experience under the direct supervision of a licensed architect as evaluated by CAB. The maximum amount of credit granted for any combination of this work experience is two years.

Candidates may be granted credit for work experience obtained while enrolled in a college or university. CAB grants a maximum of one year of credit for work experience obtained under the direct supervision of a licensed architect, U.S. registered civil or structural engineer, U.S. licensed landscape architect, California licensed general building contractor, or a California certified building official while enrolled in school. Work experience obtained as a required part of the degree program where educational credit is earned is not granted separate work experience credit.

All candidates must earn at least one year of credit under the direct supervision of an architect licensed in a U.S. jurisdiction before establishing eligibility for the California Supplemental Examination or being granted licensure.

Candidates may obtain part or all of their work experience while in college, prior to any college education, or after graduation.

The one year under a U.S. architect requirement is waived for candidates who complete the Intern Development Program (IDP), the Intern Architect Program (IAP) of Canada, or who possess an NCARB certificate.

Employment Verification Forms

CAB requires candidates to submit verification for all work experience on Employment Verification Forms, or by having NCARB transmit an NCARB IDP Council Record directly to CAB. The Employment Verification Form must contain the dates of employment; hours worked per week; name and address of the company; and the supervising professional's name, individual license number, license issue date, and original signature. CAB does not evaluate forms that are not signed or forms that contain copies of the signature or strikeouts or corrections in the information.

When CAB receives a new Employment Verification Form, it performs an evaluation update and mails a letter to the candidate advising of his or her current file status. Candidates can request an update of their evaluation at any time throughout the year.

It is important for candidates to keep current on the submission of Employment Verification Forms. CAB recommends that candidates keep a supply of Employment Verification Forms on hand and complete one at least every six months. Pursuant to CAB's Rules of Professional Conduct (Section 160 of the regulations), architects must represent a candidate's education, training, or experience accurately when providing information in connection with the candidate's application for licensure. Therefore, architects are required to complete Employment Verification Forms on behalf of candidates whom they have supervised.

Intern Development Program

IDP is a nationally recognized internship program that compiles and maintains a record of internship activity reflecting structured exposure to key areas of practice.

IDP has five objectives:

- define areas of architectural practice in which interns should acquire basic knowledge and skills;
- encourage additional training in the broad aspects of architectural practice;
- provide the highest quality information and advice about educational, internship, and professional issues and opportunities;
- provide a uniform system for documentation and periodic assessment of internship activity; and
- provide greater access to educational opportunities designed to enrich training.

Beginning January 1, 2005, CAB will require completion of IDP for licensure in California, as well as the evidence-based overlay (Comprehensive Intern Development Program or CIDP), pending Board and regulatory approval. The requirement will affect new candidates applying for exam eligibility and those candidates who were previously eligible but who have become inactive. An inactive candidate is a candidate who has not taken an exam for five or more years. Candidates who are eligible for the exam on or before December 31, 2004 and who are and continue to be active will be exempt from the IDP/CIDP requirement.

CAB grants a maximum of five years of education or work experience credit to individuals who have completed the program. To obtain credit for completion of IDP, a candidate must have his or her IDP Council Record transmitted by NCARB directly to CAB for evaluation.

Currently, approximately 47 states require completion of the IDP requirements for initial state licensure, and NCARB requires IDP for NCARB certification.

Completion of the Canadian IAP is considered equivalent to completion of IDP.

Projections

California Supplemental Examination candidates who have not yet verified the required amount of education and/or work experience credit may submit a projection based on future work experience to qualify for the supplemental examination. CAB may accept a letter signed by a licensed professional projecting the candidate's continued employment through the examination date. After the examination, the candidate must reverify the experience by submitting a new Employment Verification Form covering the projected dates and signed by the licensed professional.

Candidates must be at least 18 years of age or a high school graduate and must have completed at least five years of verified education and/or work experience as evaluated by CAB in order to be eligible for the written examination in California.

To be eligible for the California Supplemental Examination, candidates must have passed all nine divisions of the written examination and completed at least seven years and six months* of verified education and/or work experience as evaluated by CAB.

** In conjunction with the January 1, 2005 implementation of the new structured internship requirement in California (see page 11 under Intern Development Program) this requirement will be revised to eight years of credit for California Supplemental Examinations administered after January 1, 2005 (pending Board and regulatory approval).*

ARCHITECT REGISTRATION EXAMINATION

The ARE, developed by NCARB, is the national written architectural licensing examination that consists of nine separate divisions. (See page 23 for the general information on NCARB.) The ARE examines candidates for their knowledge, skills, and ability to provide the various services required in the design and construction of buildings. All divisions of the ARE, including the graphic Site Planning, Building Planning, and Building Technology divisions, are administered exclusively on computer with computer grading. A general description of each division's content is listed below. The testing times indicated in parentheses are current as of February 2004 and do not include time for the tutorial at the beginning of the division, any mandatory breaks for the graphic divisions, or the brief evaluation questionnaire at the end of the division.

Building Planning (5 hours)

The resolution of programmatic and contextual requirements into a responsive and cohesive solution through the process of schematic design.

The Building Planning division consists of the following two vignettes:

- Interior Layout
- Schematic Design

Building Technology (5.25 hours)

The integration of building systems into a cohesive solution that responds to technical and life-safety considerations.

The Building Technology division consists of the following six vignettes:

- Building Section
- Structural Layout
- Accessibility/Ramp
- Mechanical and Electrical Plan
- Stair Design
- Roof Plan

Construction Documents and Services (3 hours)

The application of project management and professional practice knowledge and skills, including the preparation of contract documents and contract administration.

General Structures (2.5 hours)

The identification and incorporation of general structural principles in the design and construction of buildings.

Lateral Forces (2 hours)

The identification and incorporation of lateral force principles in the design and construction of buildings.

Building Design/Materials and Methods (2 hours)

The application of knowledge and skills relating to evaluation and selection of building systems and related environmental issues; application of codes and regulations; use of materials and related technologies; and project and practice management during the schematic design and design development phases.

Mechanical and Electrical Systems (2 hours)

The evaluation, selection, and integration of mechanical, electrical, plumbing, conveying, and specialty systems in building design and construction.

Pre-Design (2.5 hours)

The application of project development knowledge and skills relating to architectural programming; environmental, social, and economic issues; codes and regulations; project and practice management; and site planning and design.

Site Planning (3 hours)

The integration of programmatic and site requirements into a responsive and cohesive solution taking into consideration factors such as topography, vegetation, climate, geography, and regulatory aspects of site development.

The Site Planning division consists of the following five vignettes:

- Site Design
- Site Zoning
- Site Parking
- Site Analysis
- Site Grading

Eligibility Procedures

A candidate begins the examination process by applying to CAB to establish his or her examination eligibility. Upon receipt of a completed Application for Eligibility Evaluation, the \$100 eligibility review fee, school transcripts, and Employment Verification Forms, CAB performs an evaluation of the documents. CAB reviews transcripts and Employment Verification Forms to determine which categories of the Table of Equivalents apply and the appropriate amount of credit to be granted.

New candidates may apply for eligibility evaluation at any time year-round when they feel they have met the eligibility requirements of the minimum five years of qualified education and/or work experience credit.

Once a candidate is deemed eligible, CAB transmits the candidate's information and eligibility status to NCARB or its authorized representative. The candidate's examination eligibility remains valid as long as the candidate is active* in the examination process.

**A candidate who has not taken an examination for five or more years is considered an inactive candidate. Files of inactive candidates are purged; however, the history of the candidate's exam scores remains intact. Inactive candidates wishing to reapply for ARE eligibility must resubmit to CAB the appropriate application, fee of \$100, and documentation to determine eligibility.*

Approximately two weeks after eligibility has been established with CAB, NCARB sends eligible candidates an Authorization to Test form, a list of computer testing center locations, and the *ARE Guidelines*, which contains information regarding test procedures, examination fees, and other exam-related information.

Candidates may schedule appointments for the desired division(s) at any time once their eligibility has been established.

Scheduling Procedures

The nine divisions of the ARE are administered year-round, six days a week – Monday through Saturday – at approximately 25 computer testing centers throughout California. Additionally, the ARE is administered throughout the U.S., the District of Columbia, Guam, Puerto Rico, the Virgin Islands, and Canada. Eligible candidates may take the ARE at a computer testing center in any participating jurisdiction.

Eligible candidates may schedule an appointment to take any division of the ARE directly with the desired computer testing center or by calling a centralized 800 telephone number for all computer testing centers. Scheduling information is included in the *ARE Guidelines*. There is no set schedule for the administration of the divisions; candidates may schedule appointments based on their personal preference and testing center availability.

Fees for the examination divisions are made payable to NCARB or its authorized representative and may be made by credit card or by using a check or money order to purchase a voucher as described in the *ARE Guidelines*.

Test fees are nonrefundable. Once an appointment is scheduled, the test fee cannot be refunded. If an appointment is cancelled in accordance with provisions explained in the *ARE Guidelines*, the fee will remain valid for a period of one year from the date the payment is processed. If the division is not rescheduled and taken within this one-year period, the entire test fee is forfeited.

Any changes to scheduled appointments will be subject to the rescheduling fee of \$35 in accordance with provisions explained in the *ARE Guidelines*.

Scoring

All divisions of the ARE – multiple-choice and graphic — are graded by computer. Scores from the individual divisions cannot be averaged. Each division of the examination must be passed independently. Candidates receive credit for divisions passed and must retake only those divisions not yet passed.

Results

Examination results for the ARE divisions are mailed approximately two to four weeks after a candidate has taken a multiple-choice division and approximately four to six weeks after a candidate has taken a graphic division. Results are reported as PASS or FAIL only – no numerical scores are given. Exam results cannot be released at the test center or given over the telephone. Diagnostic information regarding the candidate's weaknesses is included with the examination result letter for failed divisions. To maintain examination security and limit overexposure to the examination questions, candidates are not allowed to retake a failed division of the ARE within six months after the date on which the candidate last failed the division.

Computer Information

No prior computer experience is necessary. Candidates use a mouse to record their answers for the multiple-choice divisions and to create solutions for the graphic divisions. Prior to the start of each division, a tutorial provides candidates with the opportunity to become familiar with the computer and how to record answers. The tutorial familiarizes candidates with the keyboard, screens, icons, and other administration features.

In coordination with its test consultant, the Chauncey Group International, NCARB developed its own computer program for the graphic divisions of the ARE. Therefore, the program is not identical to any commercially available program, such as AutoCAD.

References and Study Materials

Reference materials and seminars are available to ARE candidates. NCARB includes a list of specifications and references for each division in the *ARE Guidelines*.

NCARB developed a practice computer program for the graphic divisions of the ARE, which can be downloaded from NCARB's Web site at www.ncarb.org. The program is available in a PC-compatible format only.

NCARB also has available for purchase two study guides for the ARE - one for the multiple-choice divisions and one for the graphics. Please contact NCARB for information on how to purchase the guides.

In addition, some chapter offices of The American Institute of Architects (AIA), some schools, and Architectural License Seminars (ALS) offer seminars or study groups. Please be aware that CAB does not contribute to nor endorse any examination seminar or study group.

Reasonable Accommodations

CAB has a procedure for granting reasonable testing accommodations to candidates with qualifying disabilities. Candidates who may need extra testing time or other accommodations during the examination may be granted additional testing time, additional rest periods, separate testing facilities, and, to a limited extent, special testing equipment. Hearing disabled candidates may request translators or interpreters during the supplemental examination.

Candidates must submit requests in writing with documentation of the disability from a qualified, licensed professional. In order for passing scores obtained under reasonable testing accommodations to be recognized by other states for possible future

licensure or by NCARB for possible future NCARB certification, the request for reasonable accommodations must be reviewed and approved by both CAB and NCARB. Requests that are denied by NCARB may be approved by CAB. In that instance, any passing scores obtained under the reasonable testing accommodation may be recognized in California only.

Candidates with disabilities who plan to seek reasonable testing accommodations should contact CAB at the time of initial application for eligibility evaluation in order to obtain current information on the application process as it relates to reasonable accommodations and qualifying disabilities.

Retention of Application Files

CAB retains for an indefinite period of time the application files of candidates who are active in the examination process. A candidate who has not taken an examination for five or more years is considered an inactive candidate. The application files of inactive candidates are purged; however, the examination scores remain valid. An inactive candidate whose file has been purged and who later wishes to resume the examination process must reapply to CAB with resubmission of the appropriate application, the current eligibility review fee, and the supporting documentation prior to being evaluated under the Table of Equivalents that is current at the time of reapplication. Transcripts and Employment Verification Forms submitted by individuals who have not also submitted an Application for Eligibility Evaluation are held for two years, then purged.

CALIFORNIA SUPPLEMENTAL EXAMINATION

The California Supplemental Examination is based on a test plan that is divided into two primary areas of architectural practice - Organization of Architectural Practice and Delivery of Architectural Services. The tasks are organized into four categories as follows:

- ***Professional Organization***
- ***Professional Responsibilities and Conduct***
- ***Research, Programming, and Analysis***
- ***Project Scope and Implementation***

Organization of Architectural Practice reflects the application of knowledge necessary to manage and provide professional services in a competent, ethical, legal, cost-effective, and timely manner. Delivery of Architectural Services reflects the application and integration of architectural principles and knowledge to create or modify built environments consistent with the protection of the public's health, safety, and welfare.

Each form of the California Supplemental Examination is based on a hypothetical project and includes graphic and written documents that candidates have the opportunity to review before and have access to during the supplemental examination. The project description and graphics provide a focus for the examination questions and establish a context for candidate responses. The California Supplemental Examination is a structured oral examination that lasts approximately 1.5 hours, during which the candidates are given the opportunity to demonstrate through oral responses their overall understanding of architectural practice. Candidates are required to demonstrate at least entry-level competence in the areas outlined in the supplemental examination test plan. A competent entry-level architect is one who is

able to discharge the responsibilities incumbent upon him or her in providing professional architectural services to the public. A competent entry-level architect must understand the integration of architectural practice and the architect's responsibilities as they relate to architectural practice.

References and Study Materials

CAB provides a list of California Supplemental Examination reference materials to eligible candidates with each examination application packet. The test plan for the supplemental examination is included in the *California Supplemental Examination Candidate Brochure* that is sent to supplemental examination candidates upon determination of their eligibility.

In addition, some chapters of the AIA hold “mock” California Supplemental Examinations for candidates. Please be aware that CAB does not contribute to nor endorse any supplemental examination study guide or training seminar. Providers of such are not given any information beyond what is available in the *Candidate Brochure* or otherwise provided to candidates.

National Council of Architectural Registration Boards

NCARB was created in 1919 to facilitate uniformity in licensing and practice laws among all states and territories that regulate the practice of architecture. NCARB is comprised of 55 member boards, including the architectural registration boards from all 50 states, the District of Columbia, Guam, the Northern Mariana Islands, Puerto Rico, and the Virgin Islands.

The objective of NCARB is to work together as member boards to safeguard the health, safety, and welfare of the public and to assist member boards in carrying out their duties. NCARB does this by developing and recommending standards for registration, developing and recommending guidelines and model laws for regulating the practice of architecture, and providing a process for certifying to member boards an applicant's qualifications for registration.

NCARB works to facilitate reciprocity among member boards for licensed architects by issuing its certificate to those architects who qualify. The NCARB certificate demonstrates that an individual has met the NCARB standards for education, training, examination, registration, and character. Briefly, those standards include an NAAB-accredited professional degree in architecture and completion of IDP. Approximately 18 of the 55 member boards require an NCARB certificate for registration by reciprocity. California does not require an NCARB certificate for reciprocal licensure. All states and jurisdictions, however, recognize the NCARB certificate in support of an application for reciprocal registration to practice architecture in that jurisdiction. Some

states, including California, require an additional examination to further demonstrate competency in areas such as lateral forces (seismic, wind, etc.), regional construction, local state laws, and the integration of architectural practice.

For more detailed information on NCARB certification and other NCARB programs and services, you may contact NCARB at the Web site, address, or telephone number listed on page 28.

Licensure in Another State

Candidates seeking licensure outside of California may request that a certification of examination scores and/or a copy of their file be sent by CAB to another state board. Requests for either of the above must be submitted in writing to CAB. Currently, approximately 47 states require candidates to complete the requirements of IDP for initial licensure. In addition, approximately 34 states currently require candidates to earn an NAAB-accredited degree in architecture to become licensed.

Since every state has its own unique requirements, CAB recommends candidates contact the specific state board directly and/or NCARB prior to applying.

Student Loan Deferments

Candidates for the architectural licensing examination who are applying for a deferment of their student loan through a program administered by the federal government must complete the appropriate application and submit the necessary documentation — transcripts, Employment Verification Forms, etc. — for an evaluation. In addition, loan deferment applicants must pay the \$100 eligibility review fee. CAB does not complete the loan

deferment application forms provided by the lending institution; instead, CAB provides a substitute loan certification letter that lending institutions may accept, as they have in the past.

Name and Address Changes

Once a candidate has established a file with CAB, all name and address changes must be submitted in writing. Name changes must be accompanied by appropriate legal documentation. It is the responsibility of the candidate or licensee to keep CAB informed at all times of his or her current address.

Publications

CAB offers several publications free to the public, including the *Consumer's Guide to Hiring an Architect* and the *Architects Practice Act*. Public notices regarding various changes to the law and upcoming meetings are provided to individuals on CAB's mailing list and are referenced on CAB's Web site at www.cab.ca.gov. To be included on the mailing list, an individual should submit a written request to CAB.

On its Web site, CAB maintains a list of currently licensed architects, which is updated monthly.

appendix A

DEGREE PROGRAMS

At the time of publication, the following California schools offered NAAB-accredited degree programs in architecture:

California College of the Arts
www.cca.edu

California Polytechnic State University, San Luis Obispo
www.calpoly.edu

California State Polytechnic University, Pomona
www.csupomona.edu

NewSchool of Architecture & Design
www.newschoolarch.edu

Southern California Institute of Architecture
www.sciarc.edu

University of California, Berkeley
www.berkeley.edu

University of California, Los Angeles
www.gsaup.ucla.edu

University of Southern California
www.usc.edu/dept/architecture

Woodbury University
www.woodbury.edu

In addition, these and other schools may also offer nonaccredited degree programs. Please refer to the school catalogs for specific information.

Degrees in the following programs are recognized by CAB as related to architecture:

Architectural Design

Architectural Engineering

Architectural Studies

Architectural Technology

Building Science

City and Regional Planning

Civil Engineering

Construction Engineering

Construction Management

Electrical Engineering

Environmental Design

Interior Architecture

Landscape Architecture

Mechanical Engineering

Structural Engineering

Urban and Regional Design

appendix B

ARCHITECTURE-RELATED AGENCIES

American Institute of Architects

1735 New York Avenue, NW,
First Floor
Washington, DC 20006
(202) 626-7345
www.aia.org

American Institute of Architects, California Council

1303 J Street,
Suite 200
Sacramento, CA 95814
(916) 448-9082
www.aiacc.org

The American Institute of Architecture Students

1735 New York Avenue, NW
Washington, DC 20006
(202) 626-7300
www.aiasnatl.org

Association of Collegiate Schools of Architecture

1735 New York Avenue, NW
Washington, DC 20006
(202) 785-2324
www.acsa-arch.org

Committee of Canadian Architectural Councils

Suite 330, 55 Murray Street
Ottawa, ON K1N 5M3 Canada
(613) 241-8341
www.raic.org/ccac/index.html

National Architectural Accrediting Board

1735 New York Avenue, NW
Washington, DC 20006
(202) 783-2007
www.naab.org

National Association of Credentials Evaluation Services

P. O. Box 514070
Milwaukee, WI 53203-3470
(414) 289-3400
www.naces.org

National Council of Architectural Registration Boards

1801 K Street, NW,
Suite 1100-K
Washington, DC 20006
(202) 783-6500
www.ncarb.org



Published by:

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*Public Protection Through Examination,
Licensure and Regulation*

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CALIFORNIA ARCHITECTS BOARD

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UPDATES INSIDE

see inside front cover